# **Iowa DOT Field Inspection Review Report**

REVIEW INFORMATION						
Date of Review:						
Reviewed by:						
Accompanied by:						
PROJECT INFORMATION						
Contracting Authority:						
Project No.:	roject No.:					
Location:						
Work Type:						
Length of Project:						
Original Contract Amount:						
Contract Time:						
Contractor:						
Doc Express contract: ☐Yes ☐No						
PROJECT STAFFING						
o Contracting Authority's Individu	ıal in Responsible Charge:					
o Name of Project Engineer:						
				<b>N/A</b>		
Name	Position/Responsibility	Certification #	Iowa DOT Cer	tification		
				-		

• Comments on Project Staffing:

#### **FIELD INSPECTION**

<u>- С</u>	Yes Adequate Erosion Control	No	<b>N/A</b> □
0	SWPPP (Storm Water Pollution Prevention Plan)  Weekly Inspection Reports  Comments:		
0	Adequate Traffic Control		
	<ul> <li>Traffic Control Subcontractor:</li> <li>Daily Traffic Control Diary</li></ul>		
0	Workers wearing high visibility apparel		
0	Labor Board accessible		
	o Type of Board:		
	□ Labor Board complete and accurate		
	<ul> <li>WH 1321 (English) including contact information for Office of Contracts</li> <li>WH 1321 SPA (Spanish) including contact information for Office of Contracts</li> <li>Form EEOC-P/E-1 "EEO is the Law" (English)</li></ul>		
	<ul> <li>Form EEOC-P/E-1 ""La igualdad de oportunidades de empleo es La Ley"</li></ul>		
	<ul><li>County:</li><li>Contract ID:</li></ul>		
	Contractor names listed on Job Specific EEO/AA		
	<ul> <li>Predetermined Wage Rate Decision (if applicable)</li></ul>		

0	Are employee facilities provided on a non-segregated basis?			
•	Project Status/Field Operations:      Work Completed:     Work in Progress:     Construction Activities Observed:     Upcoming Work:  Comments on Field Inspection:			
INSPE	CTORS RECORDS*	V	NI -	N1/A
•	Type of documents being used to record project progress:  Loose leaf Hard copy Electronic Bound field book FieldBook / FieldManager Are there item progress and support forms for items added by Change Order? Method of Measurement / Basis of Payment included for each item For items paid by weight are there adding machine tapes, computer print outs, or other documentation to support the pay quantities? For items paid by measured length, area, or volume are actual measured quantities shown? For items paid by count do all items show the actual count? For items paid as lump sum are the dates work started, dates of intermittent progress (if applicable), and date work completed included in the documentation? For items paid by plan/contract quantity is the date and location of the work an estimated quantity included in the documentation? Comments:		No	N/A
•	Are entries for all items:  Dated  Locations indicated.  Quantities incorporated  Initialed  Comments:	. <u> </u>		
•	Contract Quantity Agreements			
	o Items:			
•	Materials tickets  o Signed properly			
	Construction Manual 9.03 for PCC.  Turned in weekly  Comments:			
•	Storm Water Site Inspection form (Form 830214)	. 🗆		
	<ul><li>Frequency:</li><li>Proper signatures</li><li>Comments:</li></ul>			

	<ul><li>Issues corrected within 3 days</li></ul>			
•	Erosion Control Implementation Plan			
	o Comments:			
•	Traffic Control Monitor Diary			
•	Flaggers' names and training properly documented			
•	Non-Compliance Notice form (Form 830245)			
•	Identification of Sample for Test form (Form 820193)			
	Construction Manual <u>11.2</u> 5, Construction Manual Appendix 11-22). The appropriate forms for the driving method used should be completed as the piles are driven and			
	forwarded to the Administering Office.  o If by formula, (Form 830210)			
0	ADA (Materials I.M. 363): Does the project contain any construction or reconstruction of sidewalk or recreational trails?			
	Has the work been documented as required by <u>Materials I.M. 363</u> ? [			
•	Comments on Inspectors Records:			
OFFIC	<u>E FILES</u> *	·	NI.	<b>N1/A</b>
0	•	Yes _	No	N/A
0	Project Plans			
	Plans and proposals can be obtained from the Office of Contracts, <u>Current Letting Information</u> website. Click on the letting that your project was in and then select the documents that you need. If you have any questions on using the on-line system, please call the Office of Contracts at 515-239-1414.			
•	Addendums			
0	Plan Revisions			

0	Co	ntract			
	0	Original signed			
	0	Signed copy			
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	0		contract	一	
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	0	Standard Culvert Plans *		H	H
	0			H	Η
	0	Detail Estimate (and Final Highway F		片	Ш
	0		-unaling Sources)	Ш	
	0	Comments:			
		*Hard conies are not required if the in	nspector has access to the <u>ERL</u> in the field.		
		riard copies are not required if the if	ispector has access to the <u>Lint</u> in the held.		
0	Pre	e-Construction Conference Minutes			
Ū	0	Date meeting was held:			
	0	Sign-in sheet			
	0	Comments:		ш	
	O	Comments.			
0	Su	bcontractor Approval(s)			
		See I.M. 3.730. Attachment B. Iowa I	DOT Post-Letting Process Flowchart, for a		
			g subcontractors when the contract is executed.		
		(Subcontractors are now "authorized"			
			further explanation of the subcontractor process		
		after execution of the contract.	rather explanation of the eabcontractor process		
		and excedition of the contract.			
	_				
	()	Dollar amount subcontracted:			
	0	Dollar amount subcontracted: Percent of contract subcontracted:			
	_				
	_		Items	Dollar	Amount
	_	Percent of contract subcontracted:	Items	Dollar	Amount
	_	Percent of contract subcontracted:	Items	Dollar	Amount
	_	Percent of contract subcontracted:	Items	Dollar	Amount
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	_	Percent of contract subcontracted:	Items	Dollar	Amount
	_	Percent of contract subcontracted:	Items	Dollar	Amount
0		Percent of contract subcontracted:  Subcontractor	Items	Dollar	Amount
0		Subcontractor  Subcontractor  Subcontractor  SE Goal:  Goal percentage: %		Dollar	Amount

There should also be a DBE Commitment letter from the Office of Contracts listing the DBE(s) and the dollar amount committed for each DBE. The total dollar amount on this letter should equal the dollar amount on the contract and should be equal to or less than the dollar amount on the Subcontract Request form (Form 830231), see Attachment D, Section 2.25.

- DBE Commitment: \$
- DBE Subcontractor(s) and Work Type

List:

Any work that has been subcontracted to a DBE should show up in the "A" column of the Subcontract Request form (Form 830231), see Attachment D, Section 2.25. On the contract there should be a dollar amount indicated after "DBE Commitment". All the work the subcontractor may not be eligible to qualify as DBE work, only the dollar amount in the "A" column is subject to the regulations for DBE Commercially Useful Function. Also, note that in the "Partial Item" column there may be a "Y" indicating that the DBE is not responsible for that entire item. If this is the case, make sure these items are discussed at the Pre-construction meeting so you know which portions of that item you will need to pay closer attention to make sure that the DBE is performing the Commercially Useful Function on those activities.

	0 0	Was the DBE Contractor(s) performing the work they were approved for? DBE Commercially Useful Function Checklist (Form 507014) for each DBE	
•		ekly Report of Working Days (Form 830238) (Word)  e Attachment D, 2.33, Weekly Report of Working Days (Form 830238), for guidance.  Date of first Working Day Report (week ending):  Date of latest Working Day Report and Report Number (week ending):  Percent of Contract Completed:  Percent of Time Used:  Comments:	
No	otice o	of Suspension or Resumption of Work (Form 810036, C.M. 3.06)  Has the Contractor been directed to stop work by the Project Engineer at any time during the project?	
0	Ch o	ange Orders (Form 831240)	
		■ Was the time impact addressed in the Change Order?	
	0	Concurrence by District/Systems Planning	
0	<b>Re</b>	quired Payroll Submittals	

0	EE	O/Wage Rate Reviews (Form 650	<u>170</u> )		
		The first section of the form "1. Wi poster board inspection. Since the board before work starts, and mai portion of the form only needs to k information, see <u>Attachment D</u> , 2	e Contractor is res ntaining until the poe completed for t	sponsible for erecting the poster project has been accepted, this the Contractor. For more	
		The next section of the form "2. All basis?" is to document that all employee have the same opportu	ployees have acc		
	0	Is the Prime Contractor, or any of Prevailing Wage Rate Notification		r(s), part of the AGC )?	
		Sections 3 through 5 are to docume Davis-Bacon wages and fringe be 2.24, Project Engineer's Involvementaryiew.	nefits. For more ii	nformation, see <u>Attachment D</u> ,	
		Contractor / Subcontractor	Date of review	Findings	
	0	Comments:			
0	Sto	Associated with Industrial Active for This document is sent to the Continus been let and accepted with all Construction Administration Manual Plan/Storm Water Site Inspections	or Construction A ractor from the Oi I of the other cont <u>al</u> , Record Keepii	ctivities for the Prime Contractor:  ffice of Contracts after the project ract documents. See <u>Basic</u> ng chapter, Pollution Prevention	
	0	Notice of Intent published:			
		Name of pa	per	Date published	
	0	Certification Statement for Storm of Construction Activities for the F	_		
		Basic Construction Administra	pted with all of the ation Manual, Rec Site Inspections s	e other contract documents. See ord Keeping chapter, Pollution section. (See Construction Manual	

0	Co- Permittee Certifications Statement (Form 830215) for subcontractors	 I.M. 3.805 y 26, 2017
0	Comments:	
Ma o	Source of Materials list	
0	Materials Certifications and tickets:□  ■ Comments:	
0	Steel items in compliance with Buy America requirements	
0	All field tests in compliance with requirements	
<b>Pr</b>	Ogress Payments	
0	Proper signature / authorization included	

### • Comments on Office Files:

#### **REVIEW SUMMARY - OBSERVATIONS, FINDINGS, AND RECOMMENDATIONS:**

Comments:

0

0

ec:

<sup>\*</sup> The locations for the items in these bulleted lists for "Inspectors Records" and "Office Files" are interchangeable depending upon how the project is being administered.

## **HMA Inspection Review**

AL	L HI	MA PROJECTS			
			Yes	No	N/A
	•	How many tons of:			
		o Base Course: tons			
		<ul> <li>Intermediate Course: tons</li> </ul>			
		<ul> <li>Surface Course: tons</li> </ul>			
		<ul> <li>Total tonnage: tons</li> </ul>			
		If total tonnage is 1,000 tons or less, go to Section A. If total tonnage is more than 1,000	tons, g	go to Sec	tion B.
	•	Inspector(s) Certification Status:			
		o Name:			
		Certification Level:			
		o Expiration:			
	0	Was plant visited:			
		Observations:	_		
	0	Verify Material Certification:			
		Process of Material Certification:			
	0	Has the contractor's lab been certified?			
	-	<ul> <li>Date of the plant inspector's last proficiency test:</li> </ul>			
		, , , , , , , , , , , , , , , , , , , ,			
	•	Comments on All HMA Projects:			
Se	ctio	n A - Small Quantity Projects			
		6-01059, Quality Control Program for Small HMA Paving Quantities)			
	•	Sampling and Testing:			
		Was an aggregate cold-feed sample taken?		$\sqcup$	
		Was a HMA loose mix sample taken?			

**Comments on Section A:** 

<u>Section B – HMA Quality Control Program</u> (Article 2303.04 of the Standard Specifications)

•	Sa	impling and Testing:	
	0	Loose Mix:  Was the sampling of loose mist observed during the inspection?  Was the method used in accordance with Materials I.M. 322?  How is the verification sample selected?  Comments:	
	0	Cores:  Who determines the core location?  How is the core location selected?  Who is present when cores are taken?  Who transports the core samples?	
	0	Secure samples:  Have samples been secured as defined in Materials I.M. 322?  Who completes Form 193?  Have there been any instances of samples arriving unsecured or evidence of being tampered with?  What happens to the unsecured samples or those samples that showed evidence of being tampered with?	
•	Co	omments on Section B:	
<u>HN</u>	1A F	REVIEW SUMMARY - OBSERVATIONS, FINDINGS, AND RECOMMENDATIONS:	
Со	mm	ents:	

# **PCC Inspection Review**

		Yes	No	N/A
lf	the project include the QMC specifications (Materials I.M. 530)?			
	on A - QMC project Materials I.M. 530)			
•	Has the Contractor's lab been certified?			
•	Contracting Authority Certification Status:  Name: Certification Level: Expiration:			
•	Contractor Certification Status:  Name:			
	<ul><li>Name:</li><li>Certification Level:</li><li>Expiration:</li></ul>			
•	Sampling and testing (Materials I.M. 204)  Ouality Control Tests  Who is performing Quality Control tests?  Verification test  Who is performing Verification tests?			
•	Comments on Section A:			
Secti	on B - All PCC Projects			
•	<ul> <li>Air Content (Article 2301.02, B, 4 of the Standard Specifications)</li> <li>For QMC projects, was an air test run every day to verify that both air meters (Agency and Contractor) were within tolerance in Materials I.M. 216?</li> <li>Have there been any verification test results that were outside the tolerance for air content?</li></ul>			
•	Cores (Materials I.M. 346)  Who will determine the core locations?  How will the core locations be selected?  Who will be present when the cores are taken?  Who will transport the core samples?  Comments:			

Comments on Section B:

#### PCC REVIEW SUMMARY - OBSERVATIONS, FINDINGS, AND RECOMMENDATIONS:

Comments:

# **PCC Structures Inspection Review**

		Yes	No	N/A			
•	<ul> <li>PCC Delivery Tickets</li> <li>Is there a delivery ticket for each load of PCC?</li></ul>						
	If water was added on the grade:						
	<ul> <li>Are revolutions included for each occurrence?</li> <li>Is the total water less than the maximum allowable water content?</li> <li>If not, what corrective action(s) were taken?</li> </ul>						
	<ul> <li>Is time of discharge included on the ticket?</li> <li>If so, were all within the allotted time?</li> <li>If not, what corrective action(s) were taken?</li> </ul>						
	<ul> <li>Is each ticket signed by</li> <li>the plant inspector?</li> <li>the project inspector?</li> <li>How many loads of PCC were subject to a price adjustment?</li> </ul>						
•	<ul> <li>Air Content</li> <li>Have there been any field test results that were outside the tolerance for air content?</li> <li>What corrective action(s) were taken?</li> <li>How many loads of PCC were subject to a price adjustment?</li> </ul>						
•	Slump  Have there been any field test results that were outside of the tolerance for slump?.  What corrective action(s) were taken?  How many loads of PCC were subject to a price adjustment?						
•	Flexural Strength  ○ Have there been any field test results that were less than the minimum requirement for Flexural Strength?						
•	PCC Plant Reports  Are structural PCC Plant Reports being submitted for each lot?  Are all results of gradation tests within allowable limits?  Is the water added on the grade included on the reports?  Comments:						
•	PCC Plant Inspection Personnel:						
	Name Position/Responsibility Certification #	lowa DO	T Certif	ication			

STRUCTURES REVIEW SUMMARY - OBSERVATIONS, FINDINGS, AND RECOMMENDATIONS:

Comments: